

## BOARD POLICY

### Land for Maine's Future Board

#### Public Meeting Policy

Adopted September 24, 2021

The following serves as the Land for Maine's Future Board's policy regarding public meetings. For the purpose of this policy, participation is described in three ways:

**In-person.** In-person is a means of participation or type of meeting that allows or otherwise accommodates for in-person interaction, meaning that the participants will be located within the same physical space.

**Remote.** Remote is a means of participation or type of meeting that is conducted through remote means, where individuals may participate by telephonic, video, electronic or other similar means of communication that allows an individual to participate in a meeting without being physically present. Remote technology which requires a social media account, specific membership, or software that must be purchased will not be employed as the sole method of attending remote meetings. Public proceedings will not be conducted by text-only means such as e-mail, text messages or chat functions, and these do not constitute options for Remote meetings.

**Hybrid.** Hybrid is a means of participation or type of meeting where staff, Board members or the public may participate either in-person or remotely.

#### **A. In-person Meetings.**

As a matter of overall policy, the Land for Maine's Future Board affirms the value of face to face interactions and the benefits of in-person public participation at their meetings. Members of the Board and staff are asked to be physically present for public meetings except when that is not practicable. Conditions in which physical presence may not be practicable include:

1. The existence of an emergency or urgent issue that requires the Board to meet by remote methods – meeting notification requirements and public participation are not waived in matters of emergency or urgency.
2. Concern based on individual health risks associated with in-person participation.
3. Illness, physical conditions, or absence due to travel that causes a member of the Board significant difficulties attending in-person
4. Significant distance or weather that impedes travel

In the event that Board and staff find it is not practicable to participate in-person, in consultation with the Board Chair and Director, they may participate remotely by means provided by the Program. Remote participation of Board members must be consistent with the provisions of the following section.

#### **B. Remote and hybrid meetings.**

In recognition of the value of diverse public input, the Chair, in consultation with the Director, may choose to conduct any public meeting in a remote or hybrid manner, pursuant to this policy, when:

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- a. the geographic location of the project area(s) and community(ies) affected by Board discussion causes significant difficulties for member of the public traveling and attending in-person; or
- b. the anticipated level of public interest cannot be supported by suitable venues for in-person meetings; or
- c. a majority of Board members find it is not practicable to participate in-person for the reasons provided in the preceding section.

The following applies to all remote and hybrid meetings undertaken by the LMF Board in conducting their official business.

1. To the extent required by law or otherwise practicable, all other requirements, policies and practices applicable to Board meetings apply.
2. A Board member who is participating remotely is considered present, including for the purposes of a quorum and voting.
3. Board members, staff and invitees listed as presenters or participants on the agenda must be able to hear and speak to all other members. Participants are asked to mute their microphones unless they are speaking.
4. All votes taken during a remote or hybrid Board meeting must be taken by roll call vote.
5. Members of the public must have a meaningful opportunity to attend the meeting through remote means and shall have opportunity for participation substantially equivalent to opportunities provided at in-person meetings.
6. A technical failure on the part of a person that interrupts that person's electronic or telephonic connection to the meeting or proceeding does not invalidate any action taken by the Board at that meeting.
7. Participants in a remote or hybrid meeting must not transmit as part of their video any sign, logo, slogan, images, props or paraphernalia, except State of Maine agency or applicant logos or pictures or visual aids that are commonly used in presentations necessary for the Board to conduct its business.
8. Members of the public wishing to offer questions or comments must be called upon by the Chair.
9. Comments and remarks included in a "chat" or similar medium are not part of the meeting record unless recognized by a Board member.